

INSPECTOR GENERAL ACTIVITIES

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY. This instruction implements AFD 90-2, Inspector General - The Inspection System. It provides general guidelines and applies to all AFSOC units, US Air Force Reserve units when published in the AFRCIND 2, and to the Air National Guard when published in ANGIND 2.

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1. Do not assign Inspector General personnel additional duties external to the inspection field without coordination and consideration of the length of detail to preclude interference with inspection visits. This restriction is due to the requirement for immediate response to command direction and the lengthy TDYs involving all members of the IG Team. Further, additional duty assignments must consider and avoid potential conflicts of interest between inspection duties and the additional duty.
2. AFSOC staff agencies and field units will, as ORI requirements dictate, provide qualified personnel to augment inspection teams. Qualified personnel are subject matter experts that have completed Air Force Inspection Agency (AFIA) training and HQ AFSOC/IG training. HQ AFSOC/IG, as required, provides TDY funds for augmenters. Requests are sent directly from HQ AFSOC/IG to AFSOC directorates or to field units. Requested ANG and AFRES augmentation will be coordinated with HQ NGB and HQ AFRC/IG respectively.
3. HQ AFSOC/IG team orders contain each individual's security clearance. At the start of each inspection, IG team compositions are provided to the unit commander or base command post representative. It is the unit's responsibility to ensure adequate copies of the team composition list are distributed to the appropriate offices and proper access is granted to IG team members.
4. All AFSOC directorates will coordinate AFSOC field visits (SAVs, ASETs, safety visits, etc.) with the AFSOC IG Gatekeeper. Visits to AFSOC gained AFRC units must be coordinated with HQ AFRC/IG.
 - 4.1. These AFSOC field unit visits must be completed 60 days prior to a scheduled IG inspection, assessment, or observation visit. In addition, the AFSOC field unit visits will not be scheduled to start earlier than 60 days after completion of a scheduled IG visit.
 - 4.2. Each directorate will designate a point of contact (POC) for coordinating field unit visits and provide the POC's name, office symbol, and telephone number to HQ AFSOC/IGI. POCs will coordinate field unit visit schedules with HQ AFSOC/IGI. Final approval authority for any conflicts rests with AFSOC/DS.
- 4.3 HQ AFSOC/IGI will publish a "HQ AFSOC Visits to Field Units" schedule on the AFSOC LAN Bulletin Board. This schedule is based upon inputs in para 4.
5. AFSOC units desiring to send personnel to observe an Operational Readiness Inspection (ORI) must obtain permission from HQ AFSOC/IG and the unit receiving the ORI. Units will submit their request via message to HQ AFSOC/IG and the inspected unit. The message will contain each individual's name, rank, security clearance, AF Form 1199 badge number, SSAN, and justification. Units requesting observers will:
 - 5.1. Be within 1 year of their inspection target month.
 - 5.2. Submit requests NLT 2 months prior to the scheduled start date of the ORI.
 - 5.3. Limit requests to two observers.
 - 5.4. Obtain approval, by message, from ANGR/DOQ or HQ AFRC/IG, (info HQ AFSOC/IGI) prior to submitting any request to HQ AFSOC/IG (ANG/AFRES only).

5.5. Be responsible for funding and billeting, transportation, and per diem requirements.

NOTE: AFSOC/IG and the inspected unit reserves the right to limit the total number of observers.

6. The AFSOC/IG, or designated representative, will be available to receive complaints during inspections of all units. Units will provide adequate space and publicize the time and location of the IG personal conference period. All members of AFSOC (military or civilian) may present complaints during the conference period or by appointment.

7. The HQ AFSOC/IG, or designated representative, will be available to hear disclosures of Fraud, Waste and Abuse (FW&A) during all inspections, assessments, and observation visits of all units. Units will provide adequate space and publicize the time and location of the IG personal conference period. All members of AFSOC (military or civilian) may present complaints during the conference period or by appointment.

8. AFSOC directorates are designated by HQ AFSOC/IG, in coordination with AFSOC/DS, to sponsor HQ Air Force Inspection Agency visits to AFSOC units. The designated directorate will appoint a project officer and assume responsibility for the visit to include coordination with the inspected unit and the HQ AFSOC/IG.

9. The AFSOC/IG will brief wing/group inspection results to the AFSOC staff. The briefing will normally be completed within 10 workdays following completion of the inspection and will include repeat findings, ongoing problems, and comments by the AFSOC/IG and team chiefs, as appropriate.

10. Inspected units will provide the following support, as required. Upon notification of an inspection, the unit commander will appoint a project officer. The project officer will contact the HQ AFSOC/IG planner to determine required work center support. Some requirements may not be identified until after team arrival; however, the following may be used for planning/purposes:

10.1. Billeting, as defined by AFI 32-6001, is required. Inspectors will be expected to work in their rooms; therefore, to the maximum extent possible, they should be billeted in single rooms. If adequate billeting is not available on base, contracted/leased quarters meeting the above standards are acceptable.

10.2. Vehicles will be available upon team arrival. If rental vehicles are commercially procured, an inspection by military drug and explosive detection dogs, if available, will be performed prior to issue. When vehicles are not issued, bus transportation will be provided to move the team to billeting upon arrival, and between their work centers/billeting throughout the inspection. Bus transportation will also be provided to transport team members to the aircraft/airport for departure.

10.2.1. A covered baggage truck and baggage detail will be available upon arrival to transport team baggage to billets. The same support is required upon team departure to transport baggage from billeting to the aircraft/airport.

10.2.2. A driver's safety briefing will be provided to the HQ AFSOC/IG team. The briefing will include local driving laws, hazards, and flight line driving procedures.

10.2.3. Sufficient reserved parking spaces will be provided near work centers to ensure unhampered access for inspectors.

10.3. Work area communications and support will be provided as follows:

10.3.1. A private office with a dedicated Type 3 telephone will be provided for the team chief.

10.3.2. An adequate work area that will provide each inspector a personal work space, to include tables/chairs and at least two Type 3 and one Type 1 telephones is required. One of the Type 3 lines must be equipped with a STU-III or compatible secure voice telephone. These lines will not have other extensions outside of IG work center. Two computers equipped with AFSOC standard software, two laser printers, one copier, and a fax machine should also be furnished for the team.

10.3.3. An additional room close to the work area must be provided for briefing preparation. This briefing room should have sufficient electrical outlets for laptop computers and projectors. (Three slide projectors and a light table are required for ORIs only.)

10.3.4. For units undergoing an ORI, a lighted work area in the crisis action team room to accommodate a minimum of two inspectors is required. This area must be equipped with a table and chairs. Additionally, four

land mobile radios are required. They must be programmed with the command net, security net, maintenance net, and a discreet IG coordination net. Radios and frequencies are required at home station and each FOB location.

10.3.5. Audio/visual projector and computer equipment (loaded with Power Point) for use during the In/Outbrief presentations.

10.4. Office and briefing supplies listed below are required. Others will be coordinated prior to, or after, team arrival. Supplies must be in the respective areas when the inspection begins. Those supplies not used by the team will be left in the work center.

Reams of paper - 12

Dictionaries - 2

Thesaurus - 2

In/Out baskets - 8

Base and local telephone books - 4

Unit key personnel rosters - 10

Staff directories - 10

Tripod with poster paper - 1

Current UMD - 2

ASCAS roster - 1

Access to safe for storing classified or 1 two-drawer safe

Access to a shredder to destroy classified/FOUO material or 1 shredder

White board with dry eraser markers

Wall size base map - 1

Coffee pots - 2

10.5. The inspected unit should coordinate with the local audiovisual facility for the processing of 35mm color slides and video tape production. These are used for the inspection outbrief to the unit and AFSOC/CC. Also, the local audiovisual facility may be requested to set up a 35mm slide tape presentation with recorded music. (Not applicable to AFRC units)

10.6. The inspected unit will select and arrange an outbrief facility. This facility should allow maximum attendance by assigned personnel. Two lecterns with small reading lights and a PA system are required. A Priority Type 3 phone or VTC will also be available for the AFSOC/CC to monitor the outbrief.

11. At the conclusion of the ORI a draft report is left with the unit. This will serve as an interim report until the final report is completed and released to the unit.

12. HQ AFSOC/IG will not release any information contained in the report until the final report is signed and delivered to the inspected unit.

13. If another MAJCOM IG identifies deficiencies in an AFSOC unit, the inspecting IG normally forwards an extract report to HQ AFSOC/IG. If an AFSOC reply is required, HQ AFSOC/IG, with AFSOC/DS coordination, will designate a functional staff OPR for the specific findings. The OPR takes appropriate action and prepares a coordinated reply to be forwarded through the AFSOC/DS and HQ AFSOC/IG to the inspecting MAJCOM by the internal suspense date assigned. Those items identified by another IG will be items of interest for the HQ AFSOC/IG during the next inspection, assessment, or observation visit.

14. Commanders will establish a crosstell program to disseminate results of, and review, HHQ inspections, Special Interest Items (SII), and reports of other units. AFRC units will follow the guidance established in AFRSI 90-203.

14.1. The SII Program is designed to provide commanders with immediate information concerning specific areas of interest to senior leadership. The SII Program is composed of items from the Department of Defense (DOD), the Air Force Inspector General (TIG) SIIs, and AFSOC SIIs. The SII program is intended to focus attention on

critical areas. It does not establish policy, procedure, or change directives. SII compliance will be reported during all inspections.

14.1.1. AFSOC staff agencies identifying critical areas for inclusion on the SII list will prepare a coordination package that includes, as a minimum, intent, background, time period, and questions (method to determine compliance) to be asked during the course of the SII. This package should be coordinated through appropriate staff agency, IG, DS, and CC/CV for approval. SIIs affecting AFRC units must be coordinated with HQ AFRC/IG.

14.1.2. The HQ AFSOC/IG will ensure copies of current SIIs are forwarded to all AFSOC units via command channels. Current SIIs are forwarded via the LAN once per quarter in January, April, July, and October and will appear on the AFSOC WWW Home Page under the IG .

14.1.3. Staff agencies are responsible for ensuring SIIs remain current. OPRs will forward requests for extensions of SIIs to the HQ AFSOC/IG NLT 30 days prior to the expiration date.

15. Written response(s) to HQ AFSOC/IG "Findings" documented in Inspection Reports.

15.1. Units will respond to specific findings for which they are identified as OPR to AFSOC/DS NLT 60 days from receipt of the final report. Each AFSOC unit will document their responses in the same format as the original finding. The replies will include the following information: Functional Area, OPR/OCR (s), Title, Finding #, Condition, and Corrective Action(s).

15.2. For each documented unit finding a HQ AFSOC Directorate will be identified as an OCR. AFSOC/DS will task the appropriate Directorate to monitor corrective actions until the finding is resolved.

15.3. Once the corrective action is determined to be complete, the Directorate will close out the finding and inform AFSOC/DS who will then forward a copy to HQ AFSOC/IG.

15.4. For findings documented as a Higher Headquarters finding, the headquarters staff agency designated as the OPR will respond directly to the inspected unit. A courtesy copy will be sent to HQ AFSOC/DS and IG.

15.5. When a finding is documented against another MAJCOM, HQ AFSOC/IG will forward a report extract to the MAJCOM/IG and will coordinate resolution between appropriate staff agency counterparts.

16. Processing The Inspector General (TIG) Reviews. When TIG functional management reviews (FMR), are conducted and findings are made against AFSOC units, HQ AFSOC/IG, with AFSOC/DS coordination, will assign OPRs. OPRs will take necessary action to ensure corrective actions are taken, prepare a consolidated AFSOC reply, and forward the reply to HQ AFSOC/IG by the established suspense date. The HQ AFSOC/IG will review the report and forward, as required. The OPR will ensure copies of the report and corrective actions are sent to the affected unit(s) after HQ AFSOC/IG review.

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